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Hudson County

LIBRARY
Institute of Management and
Labor Relations

AGREEMENT

JUL 22 1975

RUTGERS UNIVERSITY

Between

THE FREE PUBLIC LIBRARY OF JERSEY CITY
JERSEY CITY, NEW JERSEY

and

LOCAL 2265, AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

AFSCME

January 1, 1974 through December 31, 1975

Preamble

This Agreement, entered into by and between, the Free Public Library of the City of Jersey City, hereinafter referred to as the "Library", and Local 2265, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union", by reason of the fact that said parties have as their purpose the promotion of harmonious relationships between the employer and the employee; the establishment of an equitable and peaceful procedure for the resolution of grievances; and the establishment of rates of pay, hours of work and other conditions of employment, for all employees as described in Article I of this Agreement.

ARTICLE I
RECOGNITION

A. The Library hereby recognizes the Union as the exclusive collective negotiations agent for all professional and non-professional employees employed by the Free Public Library of the City of Jersey City, but excluding confidential employees, craft employees, policemen, managerial executives, and supervisors within the meaning of the act, including the Library Director, Assistant Library Director, Supervising Librarians, Maintenance Superintendent and seasonal and part-time employees.

B. It is the current intention of the parties to classify as "confidential" only those employees who function as part of the personal staff of the Library Director; to wit: the secretary to the Director and administrative assistant.

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C. The title "employee" shall be defined to include the plural as well as the singular, and to include males as well as females.

ARTICLE II

MANAGEMENT RIGHTS

A. The Library hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and constitution of the State of New Jersey and of the United States; except that the exercise of the foregoing powers, rights, authority, duties and responsibilities of the Library, the adoption of policies, rules, regulations and practices in furtherance thereof, shall be limited only by the specific and express terms of this Agreement.

ARTICLE III

DUES DEDUCTION

A. The Library hereby agrees to deduct from the salaries of its employees subject to this Article, dues for the Union; such deduction shall be made in compliance with Chapter 310, Public Laws of 1967, N.J.S.A. 52:14-15. 9(e), as amended. Said monies, together with the records of any corrections, shall be transmitted to the Union office by the fifteenth (15th) of each month following the monthly pay period in which deductions were made.

B. The Union will provide the necessary "check-off authorization" forms and deliver the signed forms to the Library Director. If, during the life of this Agreement, there shall be any change in the rate of membership dues, the Union shall furnish the Library written notice prior to the effective date of such change.

C. The Union shall indemnify, defend and save the Library harmless against any and all claims, demands, suits or other

forms of liability that shall arise out of or by reason of action taken by the Library in reliance upon the salary deduction authorization cards submitted by the Union to the Library.

D. In the event specific statutory authority is provided by the Legislature, the Library agrees to institute an agency shop within the bargaining unit set forth in Article I - Recognition.

ARTICLE IV

WORK WEEK

A. The regular hours of work each day shall be consecutive, except for interruption for meal periods. This shall not apply to maintenance personnel, whose assignments require an interrupted schedule.

B. The regular work week shall be thirty (30) hours per week, for white collar employees, excluding meal periods.

C. The regular work week shall be thirty-five (35) hours per week for blue collar employees, excluding meal periods.

1. The work week for employees assigned to duty in high schools shall be in accordance with the best interests to be served by providing library service to the students in the high schools.

2. The Library recognizes the value of maintaining high school personnel at their regular assignments and will endeavor to keep these employees in the high schools during the summer months.

D. Tentative work schedules shall be posted in appropriate work areas two (2) weeks in advance. The scheduling of days off shall be distributed equitably on a rotating basis.

ARTICLE V

OVERTIME

A. Regularly scheduled overtime work shall be distributed on a rotational basis to employees within the same job

classifications, or whose job classifications qualify them for particular overtime work, and who work at the location where the overtime exists.

B. Regularly scheduled overtime shall mean overtime where there is sufficient notice of the need of overtime work to utilize the system set forth in paragraph "A" above.

C. Overtime shall be awarded on a rotational basis to employees in accordance with their seniority as defined in Article XV. Any employee called for overtime shall be placed on the bottom of the seniority list, regardless of whether or not said overtime is actually worked.

D. A record of overtime hours worked by employees shall be accessible to Union representatives upon reasonable request therefor.

E. Regularly scheduled overtime work shall be voluntary; however, employees may be required to work overtime in an emergency situation as determined by the Library Director.

F. Employees working overtime in excess of the hours set forth in Article IV, shall be paid overtime at the rate of time and one half their base rate of pay. Any employee opting for compensatory time off, shall request approval from the Library Director or his designee.

G. Any hours worked consecutively in excess of twelve (12), or any work performed on Sundays, shall be compensated for at double time.

H. Continuous operation employees shall not be affected by the above rates of overtime.

I. It is agreed that any employee working overtime, so as to afford the main library with a round-the-clock protection, seven (7) days per week, twenty-four (24) hours per day, shall receive forty dollars (\$40.00) per such overtime shift, and such assignment shall be limited to blue collar workers regularly assigned to the main library.

J. Any employee required to return during periods other than his regularly scheduled shift, shall be paid time and one half

for such work and shall be guaranteed not less than four (4) hours pay at time and one half regardless of the number of hours actually worked. Flag raising and lowering on holidays shall be considered a single four hour shift despite the interruption.

ARTICLE VI
MEAL PERIODS

A. All full time employees shall be granted a meal period of one (1) hour during each working shift. Whenever possible, the meal period shall be scheduled in the middle of the shift. Employees assigned to the schools shall continue to follow school practice as to lunch periods.

B. In the event that employees are required to work during a scheduled meal period, then, in that event, the employee shall be compensated at the rate of time and one half for the period worked.

ARTICLE VII
PREMIUM PAY OPERATIONS

A. Employees working after 6:00 P.M., and on Saturday, shall receive a ten percent (10%) differential over their base pay for such hours worked.

B. Such premium pay shall be in addition to and not a waiver of overtime pay as provided by Article IV.

C. Continuous operations employees shall not be effected by the above premium pay.

ARTICLE VIII
HOLIDAYS

A. All employees shall be entitled to seventeen (17) holidays, in each year of this contractual agreement.

B. The following ten (10) days shall be guaranteed days on which the library shall be closed:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day
Holy Saturday	Christmas Eve
Memorial Day	Christmas
Independence Day	New Year's Eve

C. The following five (5) days shall be days on which the library may elect to be open, notwithstanding their status as holidays. In the event an employee is required to work on any of the following days, the employee shall receive one and one half times their normal rate of pay in addition to their regular days pay for the holiday:

- Washington's Birthday
- Primary Day
- Veteran's Day
- Election Day
- Day after Thanksgiving

D. There shall be two additional holidays to be declared at the discretion of the Library Director.

1. Employees who are required to work on either of the floating holidays, shall receive at their option, either compensatory time off at the rate of time and one half or payment at the rate of time and one half in addition to their regular days pay for the holiday.

2. When the City declares a special holiday to its civilian white collar employees, the Library shall grant such days to employees of this unit.

3. In the event an employee elects to receive compensatory time off in lieu of cash payment in accordance with "1" above, the compensatory time off shall be scheduled at the mutual convenience of the employee and the library.. Compensatory time must be used within six (6) months of the date upon which it is earned.

ARTICLE IX
SICK LEAVE

A. Service credit for sick leave:

1. All permanent employees and full time provisional employees, shall be entitled to sick leave, with pay, based upon their aggregate years of service.

2. Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, accident, or exposure to contagious disease.

B. Amount of sick leave:

1. Sick leave with pay shall accrue to any employee on the following basis:

One working day for each full month, up to the end of the first calendar year of service; and in each calendar year thereafter, fifteen (15) working days.

2. Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year thereafter, to be used if and when needed for such purpose.

C. Reporting of absence on sick leave:

1. If an employee is absent for reasons that entitle him to sick leave, the employer shall be notified prior to the employee's starting time.

a. Failure to notify his supervisor may be cause of denial of the use of sick leave for that absence and constitute cause for disciplinary action.

b. Absence without notice for four (4) or more consecutive days shall constitute a resignation, except in an emergency situation.

D. Verification of sick leave:

1. An employee who shall be absent on sick leave for four (4) or more consecutive working days shall be required to submit acceptable medical evidence substantiating the illness. The Library may require proof of illness of an employee on sick leave, however, whenever such requirement appears reasonable. Abuse of sick leave may be cause for disciplinary action.

2. In case of leave of absence due to exposure to contagious disease, a certificate from the Department of Health shall be required prior to the employee's return to work.

E. Sick leave shall be prorated for those employees who resign before the end of the calendar year and for those employees who have been granted leaves of absence without pay. Those employees who retire anytime during the calendar year, shall be entitled to full sick leave allowance for that year.

F. Each employee shall be advised of the number of sick days left in his or her sick leave bank on or about January 15th of each calendar year of this agreement.

ARTICLE X LEAVES OF ABSENCE

A. Bereavement Leave

A death in an employee's immediate family shall not be charged against his or her sick leave. Time off shall be given from the day of death for a period not to exceed five(5) working days with no loss of pay.

1. Immediate family shall be defined as follows: mother, father, son, daughter, sister, brother, husband, wife, grandparents, grandchildren, mother-in-law and father-in-law.

2. In addition, one day shall be granted to an employee for the funeral of any person residing in the employee's household not included in paragraph "A" 1. above, with no loss in pay.

B. Academic or Special Course Work Leave

Any staff member desiring to take an extension course, attend an extended seminar, or workshop, in any field related to his work that would benefit both his work and the library, may be permitted to do so at the discretion of the Director under the policy set forth by the Board. Time off with pay shall be allowed and full expenses paid for the related fees in the event such leave is granted.

C. Unpaid leaves of absence

The Board of Trustees may grant an employee a leave of absence without pay for a maximum period of six (6) months for personal or maternity reasons. This may be extended for an additional period subject to civil service rules. Said leave of absence shall only be granted to permanent employees who have been employed for a period of at least ninety (90) days. Said leave may not be arbitrarily or unreasonably withheld. The Board of Trustees reserves the right to limit the number of unpaid leaves granted to any employee. The employer and the Union agree that no leave of absence without pay shall be granted to any employee for a period of less than one (1) week.

D. Military Leave

The Library agrees to grant such military leave as is provided by State statutes.

E. Personal Leave

All employees in the bargaining unit shall be entitled to four (4) personal leave days per year after the completion of one (1) year of service. Any such personal leave not used shall be transferred to the accumulated sick leave bank. Such leave shall not be used for the purpose of extending holidays or vacations.

ARTICLE XI

VACATIONS

A. All permanent non-professional employees shall be entitled to annual vacation in accordance with the following schedule:

AMOUNT OF SERVICE

VACATION DAYS

Up to end of first calendar year

One (1) working day for each month

1 to 5 years

17 working days

5 to 10 years

20 working days

10 to 15 years

25 working days

15 years and over

30 working days

B. All provisional and permanent professional employees shall be entitled to annual vacation in accordance with the following schedule:

Up to end of first calendar year	1½ working days for each full month
1 to 10 years	20 working days
10 to 15 years	25 working days
15 years and over	30 working days

C. All provisional, non-professional employees shall be entitled to the following vacation schedule:

Up to end of first calendar year	1 working day for each month (not to exceed 10 working days)
Every year thereafter	10 working days

However, this shall not operate to reduce the number of vacation days enjoyed by any existing provisional employee.

D. Vacations may be granted to employees at any period of the year, providing it does not cause inconvenience to the public or fellow employees. Fifty percent (50%) of an employee's vacation must be taken at one time. Such vacation is to be taken on a seniority basis. The remaining fifty percent (50%) is to be taken in blocks of at least five (5) days, however, requests for vacation time of shorter duration, will not be unreasonably denied. The Library has the right to approve vacation schedules.

E. Vacation time not granted to employees shall accumulate for the next succeeding year only.

F. All employees who are laid off or retire must use all accumulated vacation prior to the effective date of lay off or retirement.

G. Vacations are prorated for employees who resign or are laid off, or who have had leave of absence without pay during the calendar year.

H. In the event an employee is ill during his or her vacation for five (5) or more days, upon presentation of acceptable

medical evidence to the Director, either during or immediately after the vacation, the employee shall have deducted from their sick leave bank, the number of days the employee was ill and have restored to their vacation bank, an equal number of days, which may be taken either during the balance of that year or may be carried into the next succeeding year only.

ARTICLE XII DISCHARGE AND DISCIPLINE

- A. Disciplinary action may be imposed upon an employee only for just cause. Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the regular grievance procedure. Disciplinary action taken shall be commensurate with the offense.
- B. If the employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before the public or other employees.
- C. The employer shall not discharge a permanent employee without just cause; except where violence and/or health and safety of other employees may be involved, the employer shall give the Union five (5) working days notice of the intention to discharge an employee. During such five (5) days, the two sides shall meet and try to resolve the matter. If discharge takes place, the Union and the individual will be given a written reason for the discharge and the grievance procedure may be invoked.
- D. The Union shall have the right to take up a suspension and/or discharge as a grievance at the third step of the grievance procedure and the matter will be handled in accordance with the procedure set forth therein.

ARTICLE XIII GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions

of this Agreement and to resolve grievances as soon as possible so as to assure efficiency and promote employees' morale. The parties agree that this procedure will be kept as informal as may be appropriate.

2. Nothing contained herein shall prevent any employee from processing his own grievance, provided the Grievance Committee may be present as observer at any hearing on the individual's grievance.

B. Definition

The term "grievance" as used herein means any controversy arising over the interpretation or adherence to the terms and conditions of this Agreement.

C. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement and shall be followed in its entirety unless any step is waived by mutual consent:

Step One:

(a) An aggrieved employee shall institute action under the provisions hereof within thirty (30) days of the discovery of the grievance, but in no event more than ninety (90) days after the occurrence of the grievance and an earnest effort shall be made to settle the difference between the aggrieved employee and his immediate Supervisor, for the purpose of resolving the matter informally. Failure to act within the said thirty (30) or ninety (90) days shall be deemed to constitute an abandonment of the grievance.

(b) The immediate Supervisor shall render a decision in writing within five (5) days after receipt of the grievance.

Step Two:

(a) In the event the grievance is not settled through Step One, the same shall be reduced to writing, signed by the aggrieved and filed with the Supervising Librarian, or equivalent title, or his designee, within five (5) days following the determination by the immediate Supervisor.

(b) In the event either party requests same, a conference shall be held regarding the grievance between the

grievant and his representatives and the Supervising Librarian or his designee.

(c) The Supervising Librarian, or his designee, shall render a decision in writing within five (5) days from receipt of the grievance, or the holding of the conference in the event such conference is held.

Step Three:

(a) In the event the grievance has not been resolved through Step Two, then within five (5) days following the determination of the Supervising Librarian, or his designee, the matter may be submitted to the Library Director.

(b) In the event either party deems it valuable, a meeting shall be held between the Library Director and the aggrieved and his representative. A written answer to said grievance shall be submitted within ten (10) days from receipt of the grievance or the holding of the conference by the Library Director.

Step Four: Arbitration:

(a) If the grievance is not settled through Step One, Two and Three, either party may refer the matter to the Public Employment Relations Commission within ten (10) days after the determination by the Library Director. An Arbitrator shall be selected pursuant to the rules of P.E.R.C.

(b) However, no arbitration hearing shall be scheduled sooner than twenty-one (21) days after the final decision of the Library Director. In the event the aggrieved elects to pursue his Civil Service remedies, the arbitration hearing shall be cancelled and the matter withdrawn from arbitration.

(c) The Arbitrator shall be bound by the provisions of this Agreement and restricted to the application of the facts presented to him involved in the grievance. The Arbitrator shall not have the authority to add to, modify, detract from or alter in any way the provisions of this Agreement or any amendment or supplement thereto.

(d) The costs for the services of the Arbitrator shall be borne equally between the Library and the Union. Any other expenses, including but not limited to the presentation of witnesses, shall be paid by the party incurring same.

(e) The decision shall be final and binding on both parties.

D. Miscellaneous Provisions:

1. The Union President, or his authorized representative, may report an impending grievance to the Library Director in an effort to forestall its occurrence.

2. Any disciplinary grievance which may result in a loss of pay to an employee shall be instituted at the third step of the grievance procedure.

ARTICLE XIV
NO STRIKE PLEDGE

A. The Union will actively discourage and take whatever affirmative steps must be taken to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action. The Library will actively discourage and take whatever affirmative steps must be taken to prevent or terminate any lockout.

B. Nothing contained in this Agreement shall be construed to limit or restrict the Library or the Union in their rights to seek and obtain judicial relief as they may be entitled to have in law, or in equity for injunction, in the event of such breach by either party.

ARTICLE XV
SENIORITY

A. Seniority as used in this contract is defined as an employee's total length of service with the employer, beginning with his or her date of permanency.

B. In the event seniority is equal between permanent employees, then in that event, the date of hire shall be considered as the determinant of seniority.

C. If the question arises concerning two employees who are hired on the same date, their seniority shall be determined thereafter in accordance with the alphabetical order of their last names.

D. Demotions and lay-offs shall be made in accordance with inverse seniority in title.

E. Scheduling of vacations shall be done in accordance with seniority within job locations.

F. Lateral Transfers: In the event a position is open for lateral transfer, a notice of such opening shall be prominently posted for ten (10) days. Any employee desiring a transfer, shall within fifteen (15) days of the date of posting, notify the Library in writing, of up to three (3) work stations to which the employee would desire to be transferred. In accordance with seniority of all qualified applicants, the initially vacant position shall be filled by the most senior employee desiring a transfer to that position. The position vacated by the most senior employee shall be filled by the most senior employee desiring that vacated position. This bid system shall continue until an opening is reached which has not been selected by any remaining applicant. At that point in time, all physical transfers shall be effectuated in a manner consistent with orderly operation of the Library. Anyone receiving a lateral transfer as a result of this bidding system, shall be foreclosed from further participation in bidding for a period of six (6) months from the date of their transfer.

G. Promotional Opportunities: When a promotional opportunity is available, a notice of such opening shall be posted prominently for a period of not less than ten (10) days. All interested employees shall within fifteen (15) days from the date of posting, indicate their desire for the promotion in writing to the Library Director. Promotions shall be made in accordance with seniority among qualified employees. In the event there are no qualified applicants among the next lower title, then the Library may seek qualified applicants on the next lowest title or resort to outside hiring in order to acquire a qualified employee for the job.

H. An employee who receives a promotion in accordance with this Article, shall receive an increase of either five percent (5%)

of the minimum of the title to which he is being assigned, or the minimum pay for the title to which he is promoted, whichever is greater.

I. If no employee on staff bids for a job, and it is necessary to hire from the outside, the individual hired shall be promotable for so long as they remain in the original position's promotional line, and immune from being bidden out of the promotion by more senior employees.

ARTICLE XVI

PENSIONS

A. Employees shall receive pensions and retirement pursuant to provisions of State Law and local ordinance.

ARTICLE XVII

SAFETY AND HEALTH

A. The parties agree that the maintenance of safe and healthful working conditions is a matter of high priority for both parties.

B. To the extent permitted by law, the employer agrees to maintain interior working conditions at a temperature within the range of 60° F., to 85° F., except for maintenance areas and main library stacks. If the temperature exceeds these limits, the Director may reassign any affected employee to another location with a more suitable temperature.

C. The employer agrees that if an employee incurs an on-the-job injury, he shall not receive a pay loss while being out of work, nor shall he be charged with any sick leave time or vacation time as a result of the injury, and the employee shall receive full pay while he is out of work because of the injury, to a maximum of one (1) year, but such pay may be reduced by any Workman's Compensation or Disability awarded to employee.

ARTICLE XVIII
NON-DISCRIMINATION

A. The parties agree that there shall be no discrimination or favoritism for reasons of sex, age, nationality, race, religion, marital status or political affiliation, union membership or union activities.

ARTICLE XIX
TERMINAL LEAVE

- A. All retiring employees shall receive terminal leave to be computed on the basis of sixty percent (60%) of their unused sick leave at the time of retirement. In the event an employee has suffered a bona fide illness resulting in extended use of sick leave, said employee shall receive not less than thirty (30) days of terminal leave pay.
- B. Compensation for the accrued vacation and terminal leave shall be paid at the time of retirement to the employee, unless the employee elects to utilize all accrued terminal leave immediately preceeding their retirement.
- C. Two (2) employees already on terminal leave at the date of execution of this Agreement shall receive four hundred and ten dollars (\$410.00) in lieu of all other salary benefits.

ARTICLE XX
INSURANCE

- A. The Library hereby agrees that for the life of this Agreement, it shall provide Blue Cross, Blue Shield, Rider J, and Major Medical insurance to cover all employees, their spouse and dependent children.
- B. The Library shall provide life insurance in the amount of \$5,000 and accidental death and dismemberment insurance in the amount of \$5,000 for each employee up to the age of sixty-five (65). After attainment of age sixty five (65), the available insurance shall be reduced to \$2,000.
- C. The employer retains the right to change insurance carriers so long as substantially similar benefits are provided.

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ARTICLE XXI
BULLETIN BOARDS

A. Bulletin boards shall be permitted by the employer at each of the library locations. The employer shall have the right to determine the location and size of said bulletin board.

ARTICLE XXII
UNION PRIVILEGES

A. The current practice with regard to the Union President or his or her designee's ability to deal with personnel problems shall be continued.

1. The President of the Union shall be permitted to attend grievance settlement conferences when they are mutually scheduled during work hours and shall suffer no loss of pay thereby.

2. In the event it is mutually agreed to schedule a collective negotiations session during the employees regular work hours, Union representatives, not to exceed three (3) shall be excused from normal work duties to participate in said collective negotiations sessions and shall suffer no loss of regular pay thereby.

B. Authorized representatives of the Union, not to exceed two (2), in addition to the President, shall have the right to represent employees at grievance conferences.

C. Union Convention Leave - Union delegates shall be afforded leave with pay to attend the four conventions herein named up to an aggregate of ten (10) man days per year: State-wide A.F.S.C.M.E. annual convention, State-wide AFL-CIO convention, State-wide legislative conference, Bi-annual A.F.S.C.M.E. national conventions.

ARTICLE XXIII
EMPLOYEE RIGHTS

A. Nothing contained herein shall alter or deprive any employee of rights guaranteed him by federal or state laws and all rights enumerated herein.

ARTICLE XXIV
WORKING CONDITIONS

A. Any proposed new rules or changes in existing rules, which would serve to change existing terms and conditions of employment, shall be negotiated prior to implementation.

ARTICLE XXV
SALARIES

A. Salary

1. Rates:

a. Professional employees shall receive base salary increases in accordance with this Article on the following schedule:

<u>January 1, 1974</u>	<u>July 1, 1974</u>	<u>January 1, 1975</u>	<u>July 1, 1975</u>
\$400.00	\$700.00	\$400.00	\$700.00

b. Non professional employees shall receive base salary increases in accordance with this Article on the following schedule:

<u>January 1, 1974</u>	<u>July 1, 1974</u>	<u>January 1, 1975</u>	<u>July 1, 1975</u>
\$500.00	\$350.00	\$400.00	\$500.00

c. Community Relations Specialist and Community Services Coordinator shall receive base salary increases in accordance with this Article on the following schedule:

<u>January 1, 1974</u>	<u>July 1, 1974</u>	<u>January 1, 1975</u>	<u>July 1, 1975</u>
\$450.00	\$525.00	\$400.00	\$600.00

2. Labor Grades

a. No labor grade shall be increased by more than ten percent (10%) of the maximum of that labor grade.

b. In the event that an employee cannot receive the full salary increase provided by Paragraph "A" 1. above due to the labor grade ceiling established herein, such employee shall at the end of each calendar year of this Agreement receive a Wage Apportionment Bonus equal to the amount of cash the employee would receive had he been entitled to the wage increases provided in Paragraph "A" 1. above.

c. Labor grade minimums shall be maintained.

3. Eligibility

a. No employee hired after the date of execution of this Agreement shall be entitled to increases in salaries set forth in "A" 1. above until completion of one (1) full year of service.

B. Longevity

1. Eligibility

a. All employees shall receive longevity payments in accordance with the following schedule:

Five (5) years of service	\$200.00
Ten (10) years of service	\$400.00
Fifteen (15) years of service	\$600.00
Twenty (20) years of service	\$800.00
Twenty-five (25) years of service	\$1,000.00

ARTICLE XXVI

SPECIAL CONSIDERATIONS

A. The employer agrees to provide twelve cents (12¢) a mile for any employee who is directed to use his personal vehicle on official business.

B. Except for watchmen, the employer agrees to arrange that no individual employee be required to remain alone in any building after 5:00 P.M.

C. The employer agrees to compensate an employee for any tuition incurred as a result of being directed to take a special training course in relation to his position. If an employee is directed to take special courses, it is understood that the employer will rearrange the work schedule of the employee to permit attendance at said course.

D. When a bank holiday falls on a Friday, any employee who has the day before as a day off, may pick up his check on his or her last working day preceeding the holiday after 3:00 P.M. at the main office of the library.

ARTICLE XXVII

MISCELLANEOUS

A. The representatives of the Free Public Library of Jersey City and the Union may, by mutual consent, adopt written memorandum covering in more specific terms, the interpretation or application of this Agreement. Such memorandum shall not conflict with this Agreement, the latter being the controlling factor should any dispute arise.

B. Any provision of this Agreement may be changed, supplemented or altered, provided both the parties mutually agree to do so.

C. The benefits provided for in this Agreement shall accrue only to those employees in the employ of the Library on the date that this document is executed. Such benefits shall also accrue to those employees hired after the signing of this document.

ARTICLE XXVIII

FULLY BARGAINED PROVISIONS

A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable issues which were or could have been the subject of negotiations.

ARTICLE XXIX
SEPARABILITY AND SAVINGS

A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be invalid by a Court or other tribunal of competent jurisdiction, all other provisions shall not be effected thereby and shall continue in full force and effect.

ARTICLE XXX
TERM AND RENEWAL

A. This Agreement shall be in full force and effects as of January 1, 1974 and shall remain in effect to and including December 31, 1975 without any reopening date. This Agreement shall continue in full force and effect from year to year thereafter unless one party or the other gives notice in writing no sooner than one hundred and fifty (150) nor later than ninety (90) days prior to the expiration date of this Agreement, of the desire to change, modify or terminate this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, at Jersey City, New Jersey on this
day of _____, 1975.

THE FREE PUBLIC LIBRARY OF
JERSEY CITY, NEW JERSEY

LOCAL 2265, AMERICAN FEDERATION
OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO

BY _____

BY _____

BY _____

BY _____